Overall Learning Objectives

- Understand RPPR completion and submission process
- Enhance comfort and familiarity with Commons by discussing various menus & actions
- SPS specifics
- Know where to find Resources
What is RPPR?

✓ RPPR: Research Performance Progress Report is the electronic submission of the Progress Report for NIH (National Institutes of Health)

✓ Previously referred to as eSNAP: electronic Streamlined Non-Competing Award Process

✓ Required for all projects effective October 1, 2014

RPPR Training Specifics

✓ Create SPS record
✓ Log on to NIH Commons
✓ Delegating administrative roles
✓ Update Personal Profile
✓ Prepare RPPR
  ✓ Initiate proposal
  ✓ Edit Administrative Portions
  ✓ Edit science Portions
  ✓ Check for Errors
  ✓ Route to RA in ORA

✓ Resources
How to enter a Progress Report in SPS

✓ Copy the SPS Record that was AWARDED; Go to Proposal Actions, Copy As Non-Competing Renewal

SPS entry

✓ Answer questions on Renewal and Progress Report tabs
SPS entry

✓ Progress Report
  ✓ This is the ‘Science’ that the PI provides that will allow the agency to assess whether satisfactory progress has been made during the reporting period

✓ Not required to be entered into SPS. Still available if printed forms are needed for sponsor

SPS entry

✓ Enter Personnel Report, people that have participated in the project during the current year

✓ In SPS, please use EXACT person months on the SPS Personnel Report
  ✓ The current information can be found on the Grants Management Tab in Duke@Work
NIH began implementing the Federal-wide Research Performance Progress Report (RPPR) in the Fall of 2012. NIH now requires use of the RPPR module in eRA Commons to submit ALL annual progress reports. NIH continues development of the RPPR for final progress reports and for administrative extensions (Type 4s; e.g., SBIR/STTR Fast-Track Phase II application) and will update the community as progress is made.

Research Performance Progress Report (RPPR)

- **Features of the RPPR**
  - Information is pre-populated from NIH Systems:
    - PD/PI Information
    - Grant Number
    - Project title and period
    - Performance Sites
    - Personnel
Additional Features of the RPPR

- Additional Features of the RPPR include:
  - Specific location to report on competitive revisions/administrative supplements associated with the award
  - Public Access compliance status will be displayed
  - Notice of Award link
  - Streamlined reporting of ClinicalTrials.gov information
  - Foreign component information
    - Dollars spent in foreign country(ies) [through first-tier subawards]
    - Organizational affiliation of personnel at foreign sites

Features of the RPPR

- Single Project RPPR’s (SNAP) due 45 days prior to budget start date (i.e. Budget start July 1, RPPR due May 15)
- Complex Projects (Non-SNAP) due 60 days prior to budget start date (i.e. Budget start Nov. 1, RPPR due Sept. 1)
- Fellowship progress reports due two months prior to budget start date (i.e. Budget start Nov. 1, RPPR due Sept. 1)
- Final submission is due before 12:00am (midnight) on the above due date
- To find the specific due date for the grant you are responsible for log on to eRA Commons and locate your grant
RPPR Training Specifics

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Resources

Practice, practice, practice

http://public.uat.era.nih.gov/commons/
eRA Commons Log On

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- Delegating administrative roles
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Resources

Handout
Update Personal Profile

An RPPR can be initiated even if required information in the Personal Profile and Institution Profile sections is missing. If any of this information is incorrect or missing, a prompt will appear to correct/complete the information after initiating the report. Processing may continue on the RPPR without making the corrections; however, the RPPR will not pass validations for submission to the agency until the errors are corrected.

Let’s Look at the RPPR

- Only the PD/PI or the PD/PI delegate may initiate an RPPR. When there are multiple PIs (MPI), only the Contact PI or the PD/PI delegate of the Contact PI may initiate the report.
- A PD/PI delegate cannot route an RPPR to the next reviewer until the PD/PI initially routes to the Next Reviewer.
RPPR Training Specifics

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Resources

Let’s Look at the RPPR

NIH and Other PHS Agency Research Performance Progress Report (RPPR) Instruction Guide (123 pages). So we have provided a ‘Helpful Hints’ Handout

Let’s Look at the RPPR

✓ Access RPPR from Status:
  ✓ Select the Status tab from the Commons menu options
  ✓ Select the List of Applications/Grants link from the Status screen or from the menu options

Let’s Look at the RPPR

✓ Access RPPR from RPPR tab:
  ✓ Select the RPPR tab from the Commons menu options
Let’s Look at the RPPR

To edit the RPPR click the edit link

Let’s Look at the RPPR

To move between sections in the RPPR choose the section from the following menu at the top or bottom of each section

Be sure to Save before leaving a section
Let’s look at the Helpful hints Handout and an RPPR on Commons

**Individual Development Plans (IDPs)**

- In June 2012, a Working Group of the Advisory Committee to the NIH Director (ACD) issued a report on the biomedical research workforce (http://acd.od.nih.gov/bwf.htm). The Working Group made recommendations to the ACD about the funding and training of graduate students and postdoctoral researchers in order to attract and retain the best and most diverse scientists, engineers and physicians from around the world. One goal of the Working Group was to better prepare students and postdocs to participate successfully in a broad-based and evolving research and research-related economy. The report included the following recommendation:

- To provide some structured training experience for graduate students and postdoctoral researchers, NIH should require individual development plans (IDPs) for all NIH-supported graduate student and postdoctoral researchers, whether on training grants, fellowships, or research project grants. Assessment of implementation of this requirement should be included in the review criteria of training grants.


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**RPPR Structure – 8 Sections**

- A. Cover Page
- B. Accomplishments
- C. Products
- D. Participants
- E. Impact
- F. Changes
- G. Special (Agency) Reporting Requirements
- H. Budget
  - SF 424 (R&R) budget
    - Applicable to non-SNAP Awards only
  - PHS 398 Training budget
    - Used for some Training awards only

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IDPs

- The Duke University Graduate School and School of Medicine provide opportunities for trainees to develop and use Individual Development Plans (IDPs)
- The manner in which graduate students and postdoctoral researchers can construct an IDP can take place in the setting of RCR training sessions as well as dedicated training sessions put forth by the Duke Medical Scientist Training Program

Publications - Products - Section C

- NIH Public Access Policy - ensures that the public has access to the published results of NIH funded research
- The Policy requires that these papers are accessible to the public on PubMed Central no later than 12 months after publication
- Should be done in MyNCBI and compliant
- Associate each publication related to the progress report in RPPR
Publications - Products- Section C

✓ If any publications are non-compliant when the RPPR is submitted, the following will occur:
  ✓ A system generated email will generate to the PD/PI (with a cc to the AO and SO) requesting evidence of compliance

Email Message:
This progress report includes one or more publications that are out of compliance with the NIH Public Access Policy. Compliance with the NIH Public Access Policy is a legal requirement and a term and condition of all NIH awards. If you have questions about the Policy, please check the NIH Public Access Website or send an email to PublicAccess@nih.gov. (ID: 201299)

Ways to Submit Publications that are out of Compliance

✓ The grantee must respond using one of the following methods:

1. Via Email to the GMS (Grant Management Specialist) and PO (Program Officer)

2. Use the PRAM (Progress Report Additional Materials) link found on the eRA Commons Status Page
Progress Report Additional Material (PRAM)

✓ Feature used to submit information to a specific request
✓ Can be used after submitting a RPPR
✓ Currently, can only be used for public access
✓ Can be entered by the PD/PI
✓ Submitted by the Signing Official (SO)

Non-Compliance of Publications

✓ Effective July 1, 2013, ORA will RFC (Return for Changes) any RPPR that has publications that are non-compliant

✓ Effective July 1, 2013, NIH will delay processing of an award if publications arising from it are not in compliance with the NIH public access policy
Personnel Report (Participants - Section D.)

In SPS, please use **EXACT** person months on the SPS Personnel Report.

- The current information can be found on the Grants Management Tab in Duke@Work.

On Commons in the RPPR, effort on All Personnel report will be **rounded to nearest whole person month**.

- If the PD/PIs person months are 0.0 – 0.4, enter zero (0) for person months.
- If someone other than the PD/PI person month is 0.0 – 0.4, they should NOT be added in the personnel report in the RPPR.
- If the person month is 0.5 – 0.9, round to one (1) person months.

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Notes on Significant Effort Changes

- Check NGA to see which individuals are named.
- Explain why there will be a reduction.
- A 25% or more *reduction* of planned effort from project period start date is considered significant.
- Must have prior approval (30 days) by NIH before changes are implemented.
Notes on Other Support

- RPPR requires a Statement that should include previously active grant closed/terminated and previously pending grant active
- Only Active Grants to be reported
- Use suggested NIH format
- Submission of other information is not necessary if award is pending or if previously reported
- Validate information with SES among other tools
- Obtain Departmental Business Office/SPOC and ORA approval prior to uploading

Unobligated Balance - Section G10.

Notes on Unobligated Balance

- If more than 25% of current budget period award amount is being carried over,
- Detailed explanation of why there is a significant balance,
- Explain how the unobligated balance will be spent, in addition to the next year’s budget, if carried forward.

** Risk: Carryover funds may be used to offset next year’s awards
Budget - Section H.

- Section only applicable to Non-Snap Awards
- Must complete the SF-424 R&R Budget for overall budget
- Must complete the R&R Budget Subaward for each Subaward budget
- For training awards, select the PHS 398 Training Budget
- See Handout: SF-424 R&R Budget Sample

Notes on Routing the SPS Record and RPPR

- Check for errors in the RPPR before routing to the assigned ORA Research Administrator
- Complete and route SPS record
- Departmental Business Office reviews both SPS & RPPR
- Both SPS and RPPR will be reviewed
- When both are approved, the RPPR will be submitted to NIH by ORA (not the PI)
Routing the SPS Record and RPPR

- SPS record must be routed 7 business days prior to deadline
- The RPPR must be completed in commons with the exception of the PI science 7 business days prior to deadline
- PI Science is required to be uploaded in commons 3 days prior to deadline to ensure timely submission. **Route RPPR to ORA Research Administrator after PI science has been uploaded**

A few more things to remember...

- SPS & RPPR must match (except the Personnel Report). Don’t change one without the other
- Effort for Key Personnel must be the same as originally proposed (or <25% change)
- Other Support (OS) must be reconciled to Sponsored Effort System (SES) with changes documented
- SoM OS must be SPOC certified and included within ORA 7 business day timeline. ORA certification of OS occurs within 7 business day review (or before if provided prior to the deadline)
Web Links

☑ ORA Website
  ✓ http://research.som.duke.edu/research-administration/grant-administration/nih/esnap

☑ NIH PHS2590 instructions for completing progress report
  ✓ http://grants.nih.gov/grants/funding/2590/2590.htm

☑ Research Performance Progress (RPPR)
  • Instruction Guide, FAQs, Examples
    http://grants.nih.gov/grants/rppr/index.htm#resources

☑ Commons to access electronic application
  ✓ https://commons.era.nih.gov/commons/

HOW ABOUT SHARING

1

Thing you learned today?
Way you will use this information?
Burning question?
Thank you!